

Agricultural Marketing Service  
Office of the Deputy Administrator, Marketing Programs  
Dairy Division  
Dairy Grading Branch  
Office of the Chief  
National Field Office  
GS-1980-7  
Agricultural Commodity Grader (Dairy)

SJ 46

## I. INTRODUCTION

The National Field Office is responsible for administering the nationwide inspection and grading of nonfat dry milk, cheese, butter and other dairy and related products at terminal markets, shipping points, assembling and packaging plants, and inspection of dairy processing, packaging and manufacturing plant facilities and equipment.

The incumbent serves as an Agricultural Commodity Grader responsible for performing the full range of inspection and grading work for one major dairy product, although he/she may assist in the inspection and grading of other dairy products. In addition, the incumbent may conduct sampling, condition of container, packaging line inspection, laboratory analyses, and test weighing of dairy related products, such as butter oil and anhydrous milkfat. The following duties may be performed at terminal markets, production areas, shipping points, or cold storage warehouses.

## II. DUTIES AND RESPONSIBILITIES

Inspects individual lots of products for the purpose of determining lot identification, type and condition of packages, condition of product, and to select representative samples from the lot for grading purposes.

Interprets and applies official standards and regulations in the grading and certification of either butter or cheese according to degree and intensity of such factors as flavor, body, texture, color, finish and appearance, and may (particularly in resident grader work situations) conduct laboratory analyses for identified grade factors and other specified criteria. If laboratory analyses are not conducted on-site, the employee selects and sends appropriate samples to a designated laboratory for analysis. Determines the US Grade or degree of adherence to other contract specifications (e.g., test weighing) for each lot and unit thereof based on the factors evaluated on site; prepares graders' memoranda and either issues official certificates for products inspected or forwards paperwork to the National Field Office for preparation of the final inspection or grading certificate.

Performs condition inspections of products and/or packaging to determine kind and extent of defects and whether defects in products were caused by transit delays, improper packing, faulty loading, improper storage, other damage, or by inherent product instability.

May inspect and grade other dairy or related products, subject to frequent spot-checks, for technical accuracy and advice on difficult or borderline grade determinations, but is not required to independently determine a final US grade.

As assigned, performs cursory sanitary inspections at plants processing and repackaging dairy products.

Checks accuracy of scales for weighing and establishes an accurate tare weight of packaging material, weighs samples of product (recording the weights converted from ounces to decimals for easier computation), and computes and certifies the tare and net weight for the lot tested.

As required, inspects product at time of loading in order to identify the commodity as that which was previously inspected and found to meet quality requirements of the contract or specification, examines the lot at time of loading for condition of containers and for compliance with labeling and case marking requirements, ascertains and records number of cases per car or truck, seals or supervises sealing of loaded cars or trucks, and performs any other examination necessary to determine compliance with the applicable inspection request specifications or contract.

Adheres to Civil Rights policies, goals and objectives in performing the duties of this position. Assures that oral and written communications are bias-free and that differences of other employees and clients are respected and valued.

### III. FACTORS

#### 1. Knowledge Required by the Position Level 1-5 750 pts.

Thorough knowledge of the official grade standards, regulations, and specifications to make grade determinations limited to one major dairy product, as well as knowledge and skill to carry out condition of container and packaging line inspections and to make tentative determinations on other dairy and related products.

Knowledge of related product characteristics, factors, and conditions necessary to identify defects and determine their causes.

Skill in sampling, inspecting, and grading a major dairy product; skill in performing sanitary inspections; and skill in maintaining relationships with industry personnel.

#### 2. Supervisory Controls Level 2-2 125 pts.

The grader normally receives daily inspection and grading assignments from the supervisor who assigns the priority of the individual assignments. Recurring assignments (involving one major dairy product) are performed without specific technical instructions. Assignments involving a product or situation which is new or unusual to the grader are referred to the supervisor or

performed under direct guidance. The grader may deal with routine problems with industry personnel, but is not primarily responsible for resolving major problems. The work is reviewed for technical accuracy and completeness through spot-checks of inspection and grading and through review of certificates or worksheets.

3. Guidelines Level 3-2 125 pts.

Guides include official grade standards; regulations pertaining to plant sanitation; contract or purchase specifications; instructional manuals for grading and conducting inspections; and supplemental written and oral instructions. The employee independently selects and applies these guides in cases in which he/she has had experience (e.g., when grading one major dairy product or resolving difficulties with industry personnel). assignments involving products unfamiliar to the employee are referred to the supervisor for discussion/decision.

4. Complexity Level 4-2 75 pts.

The work consists primarily of inspecting and grading one major dairy product and carrying out a variety of related duties (e.g., sampling, condition of container inspections, packaging line inspection) with regard to other dairy and related products. The techniques and methods used in the inspection and grading process are closely related. The incumbent may perform sanitary inspection and resolve routine problems with industry personnel.

5. Scope and Effect Level 5-3 150 pts.

The work involves applying U.S. Standards and Federal specifications to determine the grade and acceptability of dairy products. The certificates issued by the employee directly affect the financial interests of buyers and sellers, often serving as the basis of settlement between them.

6. Personal Contacts Level 6-2 25 pts.

Contacts include the employees and managers of dairy processing and distribution firms, as well as other Agricultural Commodity Graders.

7. Purpose of the Contacts Level 7-3 120 pts.

The purpose of the contacts is to develop and maintain the cooperation of industry personnel and resolve routine problems; to explain grade determinations and related agency policies and regulations; and to advise on or exchange information related to technical matters.

8. Physical Demands Level 8-3 50 pts.

Commodity grading work requires periods of physical exertion to lift and move boxes and cartons of product often weighing over 50 pounds; prolonged periods of standing, walking, stooping, bending, and climbing; physical coordination and finger dexterity in both hands to perform digital examinations of commodities; ability to detect abnormalities in the commodity through normal or

corrected vision in at least one eye for distance, depth perception, and color; the ability to assure safety in a highly mechanized and/or noisy environment through adequate or correctable hearing; and the ability to determine product quality through sensory perception (taste, smell, etc.).

9. Work Environment Level 9-2 20 pts.

The work environment includes exposure to freezing temperatures, slippery surfaces, moving materials, handling equipment, and similar risks typical of dairy processing plants and storage areas.

Total Points= 1440 = GS-7